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*4631*

9 April 1987

MEMORANDUM FOR: Chief, Facilities Management Division, OL  
Chief, Headquarters Security Division, OS  
Chief, Security Equipment Support Division, OS  
Chief, Installation Division, ESG/OIT  
Chief, New Building Communications Program Division, OIT  
Chief, PASS, Systems Development Division, MISG/OIT

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FROM:

Chief, New Building Project Office, OL

SUBJECT:

Installation of Alarms in the New Headquarters Building

1. Installation of alarms in the North Tower of the New Headquarters Building (NHB) must commence in September 1987 to prepare for NHB occupancy in January 1988. The current Alarm Control Room (ACR), 1F19 OHB, must be expanded prior to September 1987 to provide the additional capacity to connect NHB alarms. Several other essential events must precede expansion of the ACR. The purpose of this memorandum is to describe the sequence of events, the timing of those events, and the action component for those events.

2. The ACR will expand into space currently occupied by the Office of Security Badge Office (BO). The BO will move into the space in the Headquarters building just off the main lobby currently occupied by Office of Security receptionists. These receptionists will eventually move into the new Route 123 Visitor Control Center (VCC). The sequence of events that must take place to provide the additional capacity in the ACR will be the reverse of the sequence outlined above in this paragraph. Therefore, we will address first the relocation of the receptionists.

3. Optimally, we would relocate the receptionists immediately to the VCC. Unfortunately, the VCC cannot accommodate the receptionists at this time. Black telephones are not yet installed, nor is the conduit for the green phones and PASS. NBPO will make every effort to complete the conduit work for the green phones and PASS system by COB 20 April 1987. The Headquarters Security Division (HSD), OS, should initiate action to ensure installation of black and green telephones as well as PASS in the 123 VCC as soon as possible after 20 April and NLT COB 27 April. Facilities Management Division (FMD), OL, must relocate the receptionists to the VCC by COB 30 April 1987.

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4. HSD has determined that they cannot handle all anticipated visitors at the VCC with its current configuration. Therefore, according to DC/HSD, only two of the four receptionists will move into the VCC in the near future. The two receptionists not relocating to the VCC will relocate to the Polygraph waiting room just off the main lobby of the Headquarters building. HSD should assume responsibility for coordinating relocation of the receptionists with FMD and all telephone/terminal work associated with this relocation with OIT.

5. Following the relocation of the receptionists, FMD should commence, NLT 1 May 1987, reconfiguration of the area vacated by the receptionists for the BO. This work must be completed NLT 22 May. The BO should be relocated NLT 8 June 1987. HSD should work closely with FMD to coordinate the move of the BO and coordinate with OIT to ensure that appropriate communications (phones and terminals) are provided in the new BO.

6. Upon relocation of the BO, approximately 8 June, FMD should begin phase I of the expansion of the ACR. Phase I reconfigures the area vacated by the BO. Upon completion of Phase I, o/a 1 August, the equipment/people in the current ACR will move into the reconfigured area. HSD/OS should coordinate with FMD and OIT to schedule the move into the new ACR space and the installation of telephones/terminals. FMD then must initiate Phase II, reconfiguration of the current ACR. Phase II must be completed NLT 1 October 1987. This sequence will permit the Security Equipment Support Division (SESD), OS, to install the new alarm control equipment required to accommodate alarms in the NHB by 1 September.

7. All of the above is critical to permit the first occupant of the NHB to move into the North Tower on 1 January 1988. This move is the first of a complex chain of moves required to carry out relocations directed by Agency managers. Therefore, we must all work toward occupancy of the North Tower on 1 January 1988 with all essential services, including alarms. In this regard, I hope that this memorandum, along with its attachment, will assist us by defining essential events by date and action office. If you take exception to any of it, let's get together and discuss it.

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Attachment

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OL/NBPO [redacted]:9Apr87

Orig - Adses (w/att)

1 - OL/NBPO Subject (w/att)

1 - OL/NBPO Chrono (w/o att)

1 - OL Files (w/o att)

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1 - [redacted]

4/8/87

ALARMS

3 VCC CONDUIT  
3 VCC PREP.  
MOVE 2 RECEPTIONISTS  
ADGE OFFICE CONSTR.  
ADGE OFFICE MOVE  
PHASE I CONSTRUCTION  
PHASE I ELECTRONICS  
PHASE II CONSTRUCTION  
PHASE II ELECTRONICS  
ALARM USE IN NHB  
OVE-IN NHB

